



Event Terms & Conditions

Reservations: Unless otherwise discussed, Plant 4 Bowden will hold a tentative event booking for a maximum of 14 days. Thereafter if confirmation has not been received, management reserves the right to cancel the booking and allocate the venue to another client.

Confirmation: Confirmation of an event booking must be made within 14 days of the reservation by payment of a deposit. Plant 3 Management reserves the right to cancel the booking when Confirmation is not received within this time limit.

Hire Fee and Reservation Fee: The venue hire fee is calculated on a number of factors specific to the Event. The reservation fee, or deposit, to secure the Event Date is 50% of the total venue hire fee unless otherwise agreed upon. *Please note that the deposit is non-refundable under any circumstances.* The hire fee is required to be paid in full by 30 days prior to the Event Date.

Payment: Unless by prior arrangement, all accounts are to be settled before the Event Date. It is the Client's responsibility to make sure payment is made on time. Plant 3 Bowden reserves the right to cancel the Event if full payment is not received. Preferred payment method is by electronic funds transfer with the invoice reference number cited.

Cancellation: All cancellations or reservation changes must be made in writing. *In the event of cancellation, all payments made to date are non-refundable.* Plant 3 Bowden will not be responsible for complications or delays due to weather or other factors out of our control.

COVID-19: In the case that the event is affected by the current COVID-19 provisions, the deposit will be transferrable to a new rescheduled date based on mutual availability of the Client and Plant 3 Bowden. If the client chooses to cancel, the deposit will be non-refundable.

Event Timing: The Client agrees to begin and end the Event at the scheduled times. Plant 3 Bowden is obliged to comply with relevant liquor licensing and local council laws regarding closing times and noise restrictions. Bar facilities in the space will be closed and music must be off at or before 11:00pm. The Client will be responsible for ensuring that the venue is vacated promptly at the end of the hire period.

Compliance: Plant 3 Bowden is committed to maintaining positive energy and a safe environment for all involved. It is understood that the Client will conduct the Event in an orderly manner in full compliance with Plant 3 Bowden regulations & all laws.

Responsibility: The Client is financially responsible for any damages/breakages sustained to Plant 3 Bowden by the Client, Client's guests, invitees or other persons attending the event. *Plant 3 Bowden will not accept any responsibility for the damage or loss of merchandise left at the venue prior to or after the event.*

Cleaning: General cleaning and rubbish removal is included in the cost of the hire. However additional charges will be incurred by the Client in the event that Plant 3 Management considers it necessary.

Outside Vendors: All outside vendors (including Florist, DJ, Celebrant, Photo Booth, AV hire etc.) must be clearly identified to Plant 3 Management prior to the Event Date. The Client must provide the contact details and specifics of the goods and/or services being provided by any outside supplier. All set up times must be confirmed by Plant 3 Management prior to the Event.

Smoking: In accordance with South Australian Government regulations, all event spaces are non-smoking. Smoking is not permitted on the Plant 3 balcony area.

Security: Event security is provided by Plant 3 Bowden at an added cost to the Client. The number of security officers required will be determined by the specifics of the Event.

Beverage: All consumption of liquor must be through the Plant 3 Bar and be served by Plant 3 staff. The Plant 3 Bar menu items and pricing are subject to change due to availability. Plant 3 Bowden promotes the responsible service of alcohol, at no time will intoxicated or underage individuals be served alcohol.

Food/Catering: There is no outside food or beverage allowed at Plant 3 Bowden. All events requiring catering must have food provided for by a Plant 3 in-house caterer. *It is the Client's responsibility to book in the caterer of their choice for the event.* Each in-house caterer then works alongside the Plant 3 service staff. For all sit-down dinner events, the Client is to provide a seating chart which clearly identifies the placement of individuals with allergies or special dietary requirements (example gluten free, vegan etc).

Deliveries: Any deliveries pertaining to your event must first be approved by Plant 3 Management. Unless otherwise arranged, the Client must be onsite to accept any and all deliveries. Plant 3 Bowden does not have a forklift on site. A detailed list of all items being stored at Plant 3 Bowden prior to the Event must be provided by the Client to ensure that all items are returned after the Event.

Audio Visual Equipment: The hire fee includes the use of the integrated audio system, however, Plant 3 does not have an AV Technician on site for events. The Client is financially responsible for any damage/ breakage of equipment owned by Plant 3 Bowden. Musicians, DJs or Bands must bring in and set up their own sound equipment.

Parking: Parking at Plant 3 Bowden is limited and unreserved. Vehicles may park in designated car parks only. Plant 3 Bowden reserves the right to have vehicles removed which are parked on the property in unauthorized areas.

Displays/Décor/Signage: The Client is required to advise Plant 4 Management of any displays, signage &/or decorations to be utilised at the event. The installation of such items must not damage Plant 4 property and must be easily removed. Candles must be enclosed or contained in glass. *No confetti or balloons in our sustainably focused venue please.*